

CA-PMM**Project Name:** Health Insurance Portability and Accountability Act**OCIO Project #:** 4200-9**Department:** Alcohol and Drug Programs**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM**Project Name:** Health Insurance Portability and Accountability Act**OCIO Project #:** 4200-9**Department:** Alcohol and Drug Programs**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Due to production issues, staff was re-directed to work on the production issues and due to contracts exemption request delay critical resources were pulled off the project. Still waiting for SPR approval to summon contractors back.	System testing is delayed. We pushed the end of system testing out one and 1/2 months.	Update schedule
2. Were any key milestones or deliverables rescheduled?	Yes	See number 1 above	See number 1 above	Update schedule
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	Yes	Third furlough day may continue to impact resource availability to meet deadlines.	May need to delay additional tasks.	May need to update schedule.
9. Are there any staffing problems?	Yes	See number 8 above.	See number 8 above.	See number 8 above.

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	System testing (end to end) delay may cause potential risk to beta testing readiness.	Revise project schedule
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Only system testing (end to end) will be delayed. Potential risk to beta testing readiness.	Revise project schedule
3. Is there any unplanned work that needs to be done?	Yes	Stimulus package changes will need to be incorporated. Will result in additional regression testing.	Revise project schedule
4. Are there any expected or recommended changes to scope?	Yes	See item 3 above.	Revise project schedule
5. Are there any tasks not originally estimated that will need to be added?	Yes	See item 3 above.	Revise project schedule
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Non-critical path tasks may be adjusted due to system testing delay. Overall impact below 1%.	Minor adjustments to project schedule
8. Are any major new issues foreseeable?	Yes	Third furlough day may continue to impact resource availability to meet deadlines.	Revise project schedule
9. Are any staffing problems anticipated?	Yes	Third furlough day may continue to impact resource availability to meet deadlines.	Revise project schedule

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

None

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Deliver accounting user interface to system test			Done		6/15/09
	6/17/09	8/13/09	Delayed	Due to production issues, staff was re-directed to work on the production issues. Due to unsigned contracts critical resources were pulled off the project. No impact to project end date, next subordinate task starts 8/18/2009.	
Testing: System, End to end, UAT					
Beta testing	10/28/09		On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Currently assessing project impact, tasks are likely to be run in parallel instead of sequentially.

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Milestones		x		Currently assessing project impact, tasks are likely to be run in parallel instead of sequentially.
Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Deliver accounting user interface to system test			Done		6/15/09
Testing: System, End to end, UAT	6/17/09	8/13/09	Delayed	Due to production issues, staff was re-directed to work on the production issues. Due to unsigned contracts critical resources were pulled off the project. No impact to project end date, next subordinate task starts 8/18/2009.	
Beta Testing	10/28/09		On Target		

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Currently assessing project impact, tasks are likely to be run in parallel instead of sequentially.
Milestones		x		Currently assessing project impact, tasks are likely to be run in parallel instead of sequentially.
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1 Yellow	State customers understand system is required. Communication plan is addressing trading partner concerns. This is a federal mandate.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	C# and .NET are robust technologies.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	Although we are severely resource constrained we are focusing on meeting critical path activities as scheduled.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Costs are in line with budget.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	Budget and furloughs are the highest risk. Other risks are mitigated.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1 Yellow	Resource constraints mean that we can't resolve issues as quickly as we would like.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	Green	Chief Deputy Directors from 3 departments are meeting with project managers weekly and are providing outstanding direction.
	Partially engaged	1		
	Inadequate engagement	2		
	Strong alignment	0		

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8. Strategy Alignment	Partial alignment	1	Green	This is a federal requirement.
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	Green	ADP is obtaining efficiencies and less manual processing.
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	Green	Vendors are assigned to less critical tasks. State staff are performing the majority of work.
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0 Green	Milestones are within tolerance.
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0 Green	Milestones are within tolerance.
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	1 Yellow	Furloughs, contracting delays due to budget and production issues do impact some resource availability.
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	Green	No overtime allowed.
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	Green	Team holds regular meetings and resolves issues effectively and collaboratively.
	Moderately Effective	1		
	Ineffective	2		
Total			4 G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendors are CMAS and are closely monitored by the IT Project Manager. State staff are performing the most critical work while vendors are playing supportive roles, thus, less than optimal vendor competence will not impact schedule, scope or quality. Strong systems are in place to replace vendors who perform at less than optimal levels. Current vendor staff are performing excellently and meeting and exceeding state and contractual requirements.